

PROGRAM COORDINATOR'S CHECKLIST		
1. Establish procedures, responsibilities, and guidelines for:	Medical staff at TMC	
	Drill sergeant	
	CSM	
	Soldiers	
2. Identify the roles and responsibilities for players and stakeholders:		
<u><b>Command level</b></u> Commander's responsibilities	Transportation	
	S-3 and CSM roles	Coordinate class schedules and locations.
		Maintain updated contact list of instructors for self-care class.
		Inform program coordinator of schedule changes.
<u><b>TMC level</b></u> TMC responsibilities	Perform triage and take temperature of soldier.	
	Verify symptom descriptions and requested OTC medications on green sheet.	
	Refer soldier to pharmacy self-care line or sick call.	
	Conduct quality assurance activities.	
<u><b>Pharmacy level</b></u> Pharmacy technician responsibilities	Verify symptom descriptions and requested OTC medications on green sheet. Obtain signature on green sheet.	
	Check pharmacy database to identify prior self-care use and frequency of treatment options and/or symptoms.	
	Dispense OTC medications.	
<u><b>Unit level</b></u> Drill instructor and unit responsibilities	Insure that soldiers attend self-care class.	
	Give green sheets to soldiers.	
	Coordinate transportation of soldiers to the TMC.	
3. Establish self-care program	Print class schedules and send out reminders.	

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cycles and timelines:	Develop tracking mechanisms for: <ul style="list-style-type: none"> <li>• Self-care classes</li> <li>• Instructor-Trainer program</li> <li>• Briefings to command</li> <li>• Pharmacy procedures</li> </ul>
4. Establish collaborations and MOUs for players and stakeholders:	TMC medical staff, triage, and pharmacy
	CSMs and drill instructors
	Commander
	Data analyst/information systems coordinator
	Print plant, other ancillary services
5. Establish plan for resource management:	Secure self-care program funding.
	Finalize budget.
	Order and purchase equipment and supplies.
	Request and obtain facilities and other support services and consultants, such as USACHPPM.
6. Develop/procure educational resources:	Soldier self-care lesson plan and brief (PowerPoint slides with talking points) Other lesson plans, slides, etc.
	Soldier handout packet: <ul style="list-style-type: none"> <li>• Green sheet</li> <li>• Yellow sheet</li> <li>• White sheet</li> </ul>
	Soldier Health Maintenance Manual (One per soldier)
	Self-care quiz and score key/answer sheet
	Instructor-Trainer materials: <ul style="list-style-type: none"> <li>• Lesson plan and brief (PowerPoint slides with talking points)</li> <li>• Soldier Health Maintenance Manual</li> <li>• Soldier handout packet</li> <li>• Instructor-trainer video</li> </ul>
	Trainer reference and support materials: <ul style="list-style-type: none"> <li>• “Understanding the Stages of Change” paradigm</li> <li>• “Evaluation of Teaching Performance” sheet</li> <li>• “Instructor-Trainer Mini-Teachback” sheet</li> <li>• Other self-care publications/pamphlets, news articles, websites</li> </ul>

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Trainer administrative materials such as:

- Roster
- Schedule
- List of instructors

Coordinator should maintain a hard-copy file with all materials to be used for the soldier self-care program including:

- Lesson plans
- Briefs with hard copy and transparencies of all slides
- Soldier Health Maintenance Manual
- Quizzes and answer guides
- Quality assurance materials
- Instructor-Trainer materials

Required audiovisual equipment:

- LCD
- Laptop
- Overhead projector

Command brief (PowerPoint slides with talking points)

Drill Sergeant brief (PowerPoint slides with talking points)